

Subject: Weekly Refrigerator Cleaning

From: Sarah Hutchinson <SHutchinson@ccala.org>

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To: Carol Schatz <cschatz@ccala.org>, CCA Events Department <events@ccala.org>, Elan Shore <Eshore@downtownla.com>, Henna Sherzai <HSherzai@downtownla.com>, Herman Pang <hpang@downtownla.com>, Jeff Chodorow <jchodorow@downtownla.com>, Joan Noble <JNoble@downtownla.com>, Joanne Danganan <JDanganan@ccala.org>, Joella Hopkins <JHopkins@ccala.org>, John Howland <jhowland@ccala.org>, Julia Marino <JMarino@downtownla.com>, Kevin Begovich <KBegovich@downtownla.com>, Lena Mulhall <lmulhall@ccala.org>, Marie Rumsey <MRumsey@ccala.org>, Michael Filson <MFilson@downtownla.com>, Nhien Lasky <NLasky@ccala.org>, Nick Griffin <NGriffin@downtownla.com>, Shawn Bratton <sbratton@ccala.org>, Suzanne Holley <SHolley@downtownla.com>

Good Morning Team:

Beginning this Friday, any leftover food in the refrigerator that is not labeled will be tossed weekly. Please be sure to remove or label any items you would like to keep. If there are leftovers from any meetings that week you would like to take home, please feel free to do so.

The refrigerators will still be wiped down monthly.

Thank you.

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Sarah Hutchinson

Office Assistant

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7519 | fax: (213) 624-0858

SHutchinson@ccala.org

ccala.org



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